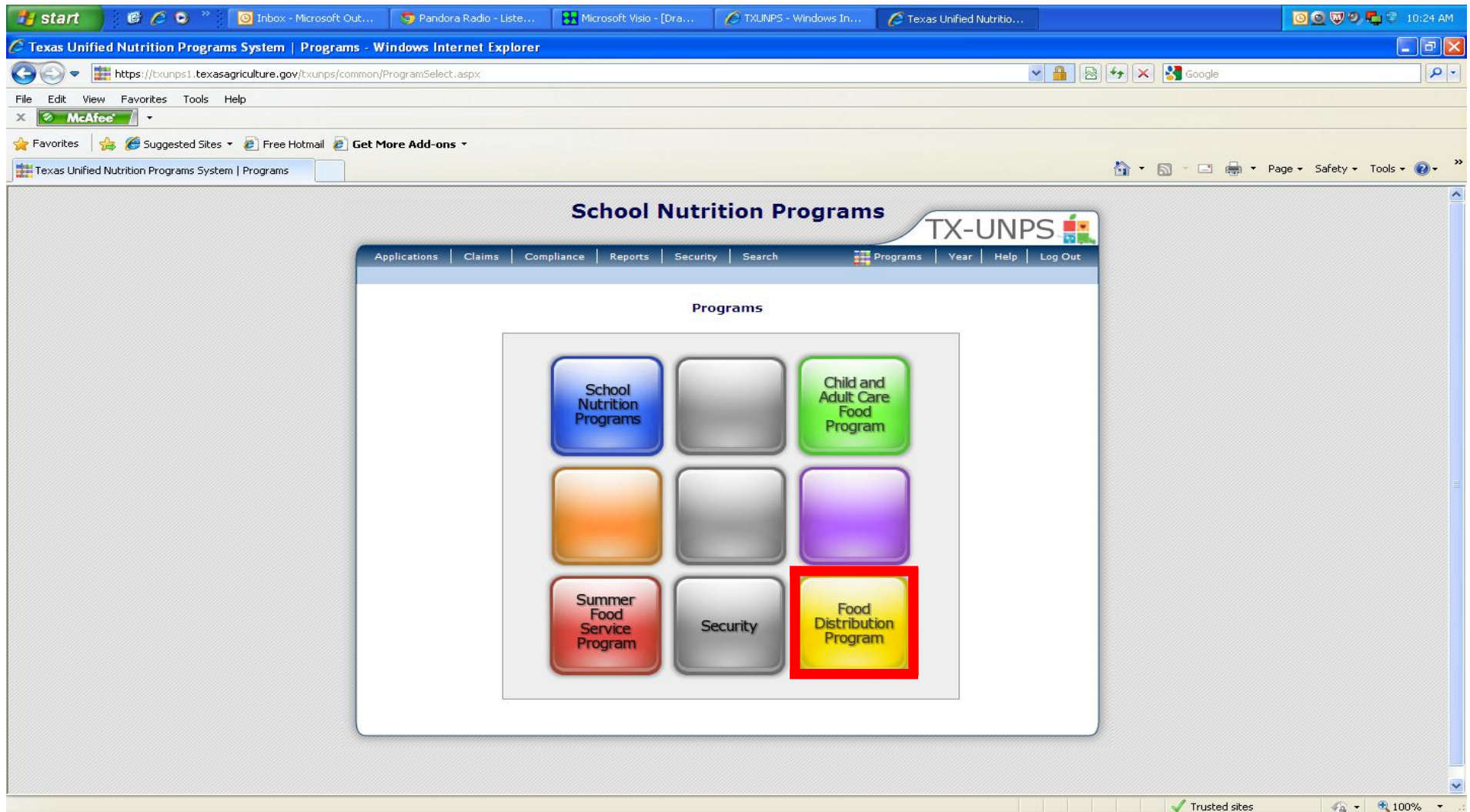




# TX-UNPS



## Navigating to the DoD Information Sheet Checklist Item



1. Click the yellow FDP tile.

The screenshot shows the Texas Department of Agriculture's Food Distribution Program website. The browser is Windows Internet Explorer, displaying the URL <https://txunps1.texasagriculture.gov/TXUNPS/FDP/FDP/CMDMain.aspx?cnpObjectID=100000004>. The page has a blue header with the Texas Department of Agriculture logo and navigation links: Operations, Contracting Entities (highlighted with a red box), Programs, Year, Help, and Logout. Below the header, the main content area is titled "Welcome to the Food Distribution Program" and includes the text "Last Updated: 02/08/2012". A red bracket on the left side of the page groups the following sections: "NEED HELP?", "Resources", "Contract Packet", and "Surveys".

**NEED HELP?**

- Review the TX-UNPS project page (<http://txunps.texasagriculture.gov>) for explanations about new and/or changed fields and a comprehensive list of FAQs.
- Visit the TX-UNPS training page at [www.texasagriculture.gov/txunps-training/index.html](http://www.texasagriculture.gov/txunps-training/index.html) to access training videos, the TX-UNPS User Manual and additional training resources.
- Call (877) TEX-MEAL (select option \*) or email [CommodityOperations@texasagriculture.gov](mailto:CommodityOperations@texasagriculture.gov)
- The Help link will not be functional until March 2012.

**Resources**

- Refer to the document "Getting Started with TX-UNPS for FDP" on the TX-UNPS Project Page for a roadmap and other helpful information.
- Information Sheets, containing screen instructions and field explanations, are available on the TX-UNPS Project Page.

**Contract Packet**

- (NSLP CEs) Access the FDP contract, by selecting the 2012-2013 school year.
- Important Note: Checklist item for Certificate of Authority must be indicated as "Document Submitted to TDA". When you receive the checklist item, review your CE's users in TX-UNPS. If any changes are needed, submit form FND 101 and check the box indicating "Document Submitted to TDA". If no changes are needed, just check the box indicating "Document Submitted to TDA" as an indicator that you have reviewed the users and no changes are needed.
- FDP Forms, including those for checklist items, are available on [www.SquareMeals.org](http://www.SquareMeals.org). Checklist items should be submitted Texas Department of Agriculture, Food and Nutrition, Attn: F&N Commodity Operations via fax (888-237-4958) or mail (P.O. Box 12847, Austin, Texas 78711).

**Surveys**

2. Read the Bulletins on the Welcome Page for important information about program operation and using TX-UNPS.
3. Click the 'Contracting Entity' link at the top of the page.

start | Inbox - Microsoft Out... | Pandora Radio - Liste... | Microsoft Visio - [Dra... | TXUNPS - Windows In... | Food Distribution Pro... | Document1 [Compati... | 10:26 AM

Food Distribution Program - Main Menu - Windows Internet Explorer

https://test.txunps1.texasagriculture.gov/UAT/FDP/FDP/ccgCommonMenuSponsor.aspx?cnpObjectID=MTA3MDAyMDAw&stateOnlyPage=ZmFsc2U-

File Edit View Favorites Tools Help

McAfee

Favorites | Suggested Sites | Free Hotmail | Get More Add-ons

Food Distribution Program - Main Menu

Page Safety Tools

### Food Distribution Program

Texas Department of Agriculture

Operations | Contracting Entities | Reports | Security

Programs | Year | Help | Logout

Contracting Entities > Program Year: 2011 - 2012

Item	Description
Delivery Orders - CE	Submit and Track Commodity Orders
Surveys	Survey Entry Forms
Commodity Allocations	View or Decline Commodity Allocations
Invoices	View/Print FDP Invoices
<b>Contract</b>	Submit and Maintain Annual Commodity Contract Packet and view Contract Entitlement

Done | Trusted sites | 100%

4. Click the Contract link.

start | Inbox - Microsoft Out... | Pandora Radio - Liste... | Microsoft Visio - [Dra... | TXUNPS - Windows In... | Food Distribution Pro... | Document1 [Compati... | 10:26 AM

Food Distribution Program - Main Menu - Windows Internet Explorer

https://test.txunps1.texasagriculture.gov/UAT/FDP/FDP/ccgCommonMenuSponsor.aspx?cnpObjectID=MTA3MDAyNTAw&stateOnlyPage=ZmFsc2U-

File Edit View Favorites Tools Help

McAfee

Favorites | Suggested Sites | Free Hotmail | Get More Add-ons

Food Distribution Program - Main Menu

Home | Print | Page | Safety | Tools | ?

### Food Distribution Program

Texas Department of Agriculture

Operations | Contracting Entities | Reports | Security | Programs | Year | Help | Logout

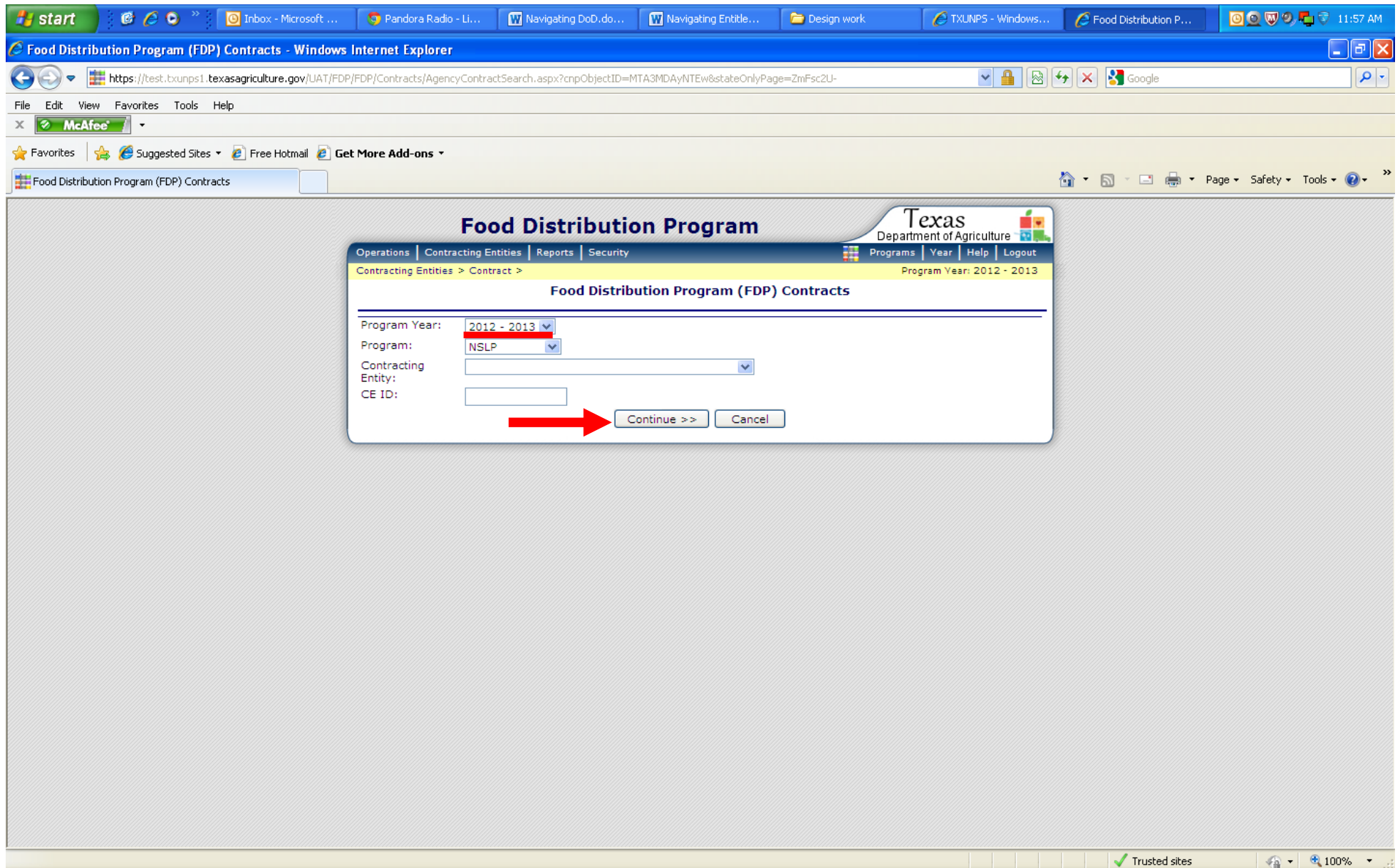
Contracting Entities > Contract > Program Year: 2011 - 2012

Item	Description
<a href="#">Contract Packet</a>	Submit FDP Contract Packet and Update Contact information
<a href="#">Contract Entitlement</a>	View Entitlement Distribution and Usage

< Back

Done | Trusted sites | 100%

5. Click the Contract Packet link.



6. Select Program Year from the drop down menu and click continue.



start | Inboxes - Microsoft ... | Pandora Radio - Li... | Navigating DoD.do... | Navigating Entitle... | Design work | TXUNPS - Windows... | Food Distribution P... | 11:58 AM

Food Distribution Program Contract Packet - NSLP - Windows Internet Explorer

https://test.txunps1.texasagriculture.gov/UAT/FDP/FDP/Contracts/FDPContractPacket.aspx?ProgramGroupYear=MjAxMw--&ProgramCode=TINMUENRFRQ-&CustomerID=MTEy&Mode=

File Edit View Favorites Tools Help

McAfee

Favorites | Suggested Sites | Free Hotmail | Get More Add-ons

Food Distribution Program Contract Packet - NSLP

Page Safety Tools

## Food Distribution Program

Texas  
Department of Agriculture

Operations | Contracting Entities | Reports | Security | Programs | Year | Help | Logout

Contracting Entities > Contract > Contract Packet > Program Year: 2012 - 2013

### Food Distribution Program Contract Packet - NSLP 2012-2013

Contracting Entity: [REDACTED]  
CE ID: [REDACTED]

Packet Status: Not Submitted  
Packet Approved Date:  
Contract Status: Unapproved

Action	Form Name	Status
View Modify	FDP Contract	Unapproved
View Modify	Contracting Entity Information Update	Pending
View <b>Modify</b> Admin	<b>Checklist</b>	Items Pending
<b>Contacts:</b>		
View Modify	[REDACTED]	Certified
Add	Ordering Contact:	Pending
Add	Billing Contact:	Pending
<b>Delivery Locations:</b>		
Add/Remove Location	[REDACTED]	
View Modify	Warehouse(s): [REDACTED]	
View Modify	<b>Notes (0)</b>	

< Back
Submit For Approval
Withdraw Packet
Terminate Contract

Approve
Return for Correction

#### Packet History

Event	Event Date/Time	User
A packet was created for 00112 for year 2012 - 2013.	01/25/2012 5:51:37 PM	cnp_conversion

Done

Trusted sites | 100%

7. Click the modify button next to 'Checklist' to view your checklist items. The DoD Information Sheet is a checklist item.

start | Inbox - Microsoft ... | RE: DoD - Messag... | Pandora Radio - Li... | W 2 Microsoft Word | 2 Internet Explorer | Adobe Acrobat - [... | Phase 3 | 1:40 PM

RE: DoD - Message (HTML)

You replied on 2/9/2012 1:05 PM.

From: Elizabeth Gonzales  
To: Juliana Dierker  
Cc:  
Subject: RE: DoD

Sent: Thu 2/9/2012 1:01 PM

Favorites | Texas Commodity System L... | Suggested Sites | Free Hotmail | Web Slice Gallery

FDP Contract Packet Checklist - NSLP

### Food Distribution Program

Operations | Contracting Entities | Reports | Security

Programs | Year | Help | Logout

Operations > Contracts > Contract Packet >

Program Year: 2012 - 2013

**FDP Contract Packet Checklist - NSLP** [VIEW](#)

Contracting Entity:   
CE ID:

Required Forms/Documents to send to TDA	Document Submitted to TDA	Date Submitted to TDA	Document on File w/ TDA	Status	Status Date	Last Updated By
Department of Defense Information Sheet	<input checked="" type="checkbox"/>	02/08/2012	<input type="checkbox"/>	Pending Approval	02/08/2012	FDPDAT003
Certificate of Authority	<input checked="" type="checkbox"/>	02/08/2012	<input type="checkbox"/>	Pending Approval	02/08/2012	FDPDAT003

[< Back](#)

- Download the DoD Information Sheet, fill it out and mail, fax or email it to TDA. Check the box for the Checklist item in TX-UNPS when the item has been sent.
- All CE's must check the Certificate of Authority checkbox.